

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 32

December 21, 2006

SUBJECT: DIRECTED REFERRAL TO BEHAVIORAL SCIENCE SERVICES OF PERSONNEL INVOLVED IN AN OCCUPATIONAL BLOODBORNE PATHOGEN EXPOSURE

PURPOSE: This Order amends procedures for those employees that have been evaluated by Personnel Department's Medical Services Division (MSD) and are determined to have incurred an occupational bloodborne pathogen exposure to include the provision of mandatory psychological counseling of the employee by Behavioral Science Services (BSS).

PROCEDURE: Commanding officers, watch commanders, and supervisors shall adhere to existing guidelines established for occupational bloodborne pathogen exposures as outlined in the Department's Bloodborne Pathogen Notebook Divider, Form 18.38.01. This Order should not prevent a commanding officer from referring an employee to BSS under other circumstances (Department Manual Section 3/799).

I. COMMANDING OFFICER'S RESPONSIBILITIES.

A. Initial Response and Preliminary Procedures. Upon notification that an employee under his/her command has sustained an occupational bloodborne pathogen exposure, the commanding officer shall:

- * Ensure that the employee is immediately evaluated by MSD medical staff at one of the City's dispensaries;
- * Meet with the involved employee(s) to discuss the process that will occur (e.g., MSD procedure, BSS referral, etc.);
- * Ensure that the initial needs of the involved employee are met (e.g., ensure necessary medical attention is provided and provide transportation to their residence at the conclusion of interviews, if necessary, etc.); and,
- * Ensure that the exposure incident is properly documented (e.g., Employee's Report, Form 15.07.00, Occupational Injury or Illness, State Form 5020)

B. Directed Referral to Behavioral Science Services.

The commanding officer of an employee(s) who is determined to have sustained an occupational bloodborne pathogen exposure shall:

- * Notify BSS within twenty-four hours of the incident;

Note: During off-hours, the commanding officer or supervisor should contact the on-call BSS psychologist through the Department Command Post, Real-Time Analysis and Critical Response Division (RACR).

- * Schedule an appointment for the employee with BSS within two administrative working days for psychological counseling by a licensed mental health professional;

Note: An employee's attendance at a BSS session resulting from a directed referral is **mandatory** and **shall** be conducted on an on-duty basis.

- * Notify the involved employee of the appointment; and,
- * Consult with BSS before and after the involved employee's mandatory appointment to obtain their recommendation regarding any work restrictions. Other than the recommendation of BSS, matters discussed during the BSS evaluation shall be strictly confidential.

II. BEHAVIORAL SCIENCE SERVICES RESPONSIBILITIES.

- A.** Behavioral Science Services will schedule an appointment in a timely manner for an employee involved in an occupational bloodborne pathogen exposure. Whenever possible, a BSS psychologist will consult with the employee's commanding officer before conducting the evaluation.
- B.** After the session with the concerned employee the psychologist will make an appropriate recommendation to the commanding officer regarding any work restrictions.

AMENDMENTS: This Order amends Sections 3/712.05 and 3/720.10 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Behavioral Science Services, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

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